

Class Title: Project Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides architectural and engineering design services and project management for the planning, renovation, alteration, rehabilitation, and construction of public buildings and building systems, structural and waterfront facilities, public rights of way, and other public spaces and infrastructure. Coordinates project scope, needs, and requirements with customers who may include citizens, civic leagues, outside agencies, other city departments, and other stakeholders. Ensures that projects are completed on schedule, within budget, and to the highest degree of quality with the available resources. Prepares construction drawings and specifications for selected projects. Manages and conducts construction administration activities and work may involve supervision of support personnel.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|
| 1 | S | Oversees the design process by planning schedules and budgets, implements approved construction programs, coordinates design work with other city departments and approves drawings and specifications prepared by consultants for construction projects. |
| 2 | S | Manages construction documentation preparation by preparing drawings and specifications for bidding and construction purposes, monitors the production of architectural and engineering drawings and calculates cost estimates. |
| 3 | S | Manages contracts by procuring services of architectural and engineering firms, negotiates, prepares and manages consultant contracts, reviews and approves invoices for design services, prepares amendments to contracts and monitors consultants for adherence to the schedule and budget. |
| 4 | S | Manages the construction administration of selected projects, including inspection of construction activities, review of project schedules, coordination of design changes, review of change order proposals, and processing of contract documents and invoices. |
| 5 | L | Acts as an architectural or engineering consultant by serving on committees and provides technical expertise in design, construction, operations, or maintenance related issues. |
| 6 | L | Acts as the Departmental Representative on assigned projects. Advises the affected Department of best practices, estimates budget and best course of action on Departmental project. Works to ensure projects are completed in the most timely and cost effective manner. |

CSC Adopted: June 2006 , CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires specialized knowledge in a professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. |
| Experience | Five years experience. Requires in-depth knowledge of civil, structural, mechanical, electrical engineering or architecture. |
| Certifications and Other Requirements | Valid Driver's License. |
| Reading | Work requires the ability to read legal contracts, specifications, technical literature, studies, reports, correspondence, design documents, ordinances, text books, reference books, manuals and memos. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as algebra, trigonometry, plane geometry and statistical analysis. |
| Writing | Work requires the ability to write presentations, publications, specifications, ordinances and correspondence to various stakeholders, contractors and regulatory agencies. |
| Managerial | Managerial responsibilities include assigning duties and priorities, planning orders to coincide with project installations and coordinating projects. |
| Budget Responsibility | Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for large capital improvement building programs. |
| Supervisory / Organizational Control | Work may include supervising technical and non-technical support staff. |
| Complexity | Work is widely varied, involving analyzing and evaluating many complex and significant variables and successfully solving functional and technical problems through design. City-wide policies, procedures, or precedents are developed and/or recommended. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, contractors, sales representatives, citizens, and stakeholders. |

CSC Adopted: June 2006 , CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light X | Medium | Heavy | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | O | On-site inspections |
| Sitting | F | Computer, desk work, AutoCAD, drafting |
| Walking | O | Inspections, field work, inter-office |
| Lifting | R | Files, boxes, plant material |
| Carrying | O | Files, boxes, plant material |
| Pushing/Pulling | R | Files, boxes, plant material |
| Reaching | R | Files, boxes, plant material |
| Handling | R | Files, boxes, plant material |
| Fine Dexterity | O | AutoCAD, cameras, drafting, computer and desk work, calculator |
| Kneeling | R | Files, boxes, plant material |
| Crouching | R | Field work |
| Crawling | R | Field work |
| Bending | R | Inspections, field work |
| Twisting | R | Inspections, field work |
| Climbing | R | Inspections, field work |
| Balancing | R | Field work |
| Vision | C | Computer, desk work, drafting, driving |
| Hearing | C | Telephone, co-workers, driving |
| Talking | C | Telephone, co-workers, driving |
| Foot Controls | F | Driving |
| Other (specify) | N | |

CSC Adopted: June 2006 , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, camera, measuring devices, truck, Standard Windows and Office software, AutoCAD, GIS, Arc View, Tree Manager, QBIC.

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | W | Dirt and Dust | W |
| Chemical Hazards | N | Extreme Temperatures | S |
| Electrical Hazards | S | Noise and Vibration | M |
| Fire Hazards | N | Fumes and Odors | W |
| Explosives | N | Wetness/Humidity | S |
| Communicable Diseases | N | Darkness or Poor Lighting | S |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | X |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, Steel toed shoes.

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
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|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | C |
| Emergency Situations | R |
| Frequent Change of Tasks | C |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

(3)